



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT


SUBJECT: Telework Program Enhancement

Opportunities that enable employees to better balance home and worklife are important to Goddard. Teleworking provides eligible civil service employees the opportunity to work part of their work schedule at an alternate work site away from the regular workplace. This program is intended to provide flexibility to both the supervisor and employee and is a management option rather than an employee entitlement. Employee participation is voluntary and subject to supervisor approval.

Listed below are the three types of teleworking options available for employees. There have been some changes and additions to the past options. The GPR 3600.2A, "Telework Program" dated February 15, 2005 reflects these changes. The other provisions are still in effect. These new options are available starting immediately.

Telework Options	Past Practice	New Options
Regular Telework	Teleworking no more than 2 days of the work week	Teleworking one or more days out of the work week, but report to worksite at least one 8 hour day of the workweek
Intermittent Telework	Teleworking on irregular basis	Teleworking on irregular basis remains the same
Virtual Workplace	In rare circumstances	Available for suitable employees in positions necessitating presence at regular business worksite only for occasional meetings and commitments

For further information, see the OHR website: <http://ohr/family/telecommute/home.htm> or call the Learning and Worklife Office, Employee Service Desk at x6-7918. You may also contact the Employee Service Center if you would like a briefing for your organization on the Telework changes. For additional detailed information please visit the OPM website: <http://www.telework.gov>


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Learning and Worklife Office